

Hachensack Board of Education  
and

Hachensack Association of  
Educational Secretaries

X 1980-1982

BOARD - HAES AGREEMENT  
1980-1982

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HACKENSACK PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT

BOARD-HAES AGREEMENT  
X 1980-1982

ARTICLE 1 -- RECOGNITION

In accordance with the provisions of the New Jersey Employer-Employee Relations Act (Chapter 123 of the Public Laws of 1974) hereinafter referred to as the Act, the Hackensack Board of Education hereinafter referred to as the Board, hereby recognizes the Hackensack Association of Educational Secretaries, hereinafter referred to as the Association, as the exclusive representative designated for the purposes of collective negotiations by a majority of the secretarial and clerical employees employed by the Board excluding the Secretary to the Superintendent.

ARTICLE 2 - NEGOTIATIONS PROCEDURE

- A. The Board and the Association shall enter into collective negotiations on a successor agreement to this contract in accordance with Chapter 123, Public Laws - 1974.
- B. Both parties shall exchange written proposals to this contract at the first negotiating meeting.
- C. Not later than January 1, the Assistant Superintendent shall, upon request, conduct a conference with the Negotiating Team of the Association for the purpose of discussing and if possible, making available the tentative budget under consideration by the Board. The finalized line item school budget, and all other pertinent records, data and information which are part of the public record of the school system.

### ARTICLE 3 - GRIEVANCES

A. A grievance shall be defined and subject to limitations as follows:

1. A grievance is a complaint by any member or members of the bargaining unit represented by the Association, or by the Association itself, that there has been an actual personal loss because of interpretation, application, or violation of policies or agreements, or as a result of an administrative decision affecting them.

2. The grievance procedure shall not be applicable to claims,

- a. by non-tenure employees by reason of their not being re-employed.
- b. wherein a method of review is prescribed by law or by rule or regulation of the State Commissioner or State Board of Education.

3. A grievance to be considered under this procedure must be initiated, in writing, within fifteen (15) school days of its occurrence or within fifteen (15) school days from the time when the grievant would reasonably be expected to know of its occurrence.

B. The following procedures shall govern the processing of all grievances:

1. It is understood that while participating in these procedures the grievant shall continue to observe all assignments and applicable rules and regulations of the Board.

2. A grievance may be presented by the grievant or by a

representative designated by the grievant. The Association may be represented at any level of the procedure in order to make known its position and the manner in which it believes the grievance should be resolved. The Board may designate a representative to participate at any level of the procedure. A minority organization shall neither present nor process grievances.

3. Failure at any level of this procedure to communicate a written decision within the specified time limits permits the grievant to proceed to the next level. Failure at any level of the procedure to appeal to the next level within the specified time limits or failure to appear at a scheduled hearing without reasonable cause, explained in writing within two (2) days of the scheduled hearing, shall constitute acceptance of the decision rendered at the previous level. Time limits may, however, be extended by mutual agreement.

4. The following steps shall be followed in processing a grievance:

IN SCHOOL BUILDINGS:

Step 1 - to the Principal

Step 2 - to the Assistant Superintendent for Business

Step 3 - to the Superintendent

Step 4 - to the Board

Step 5 - to Arbitration

IN OTHER ADMINISTRATIVE OFFICES

Step 1 - to the Immediate Supervisor

Step 2 - to the Assistant Superintendent for Business

Step 3 - to the Superintendent

Step 4 - to the Board

Step 5 - to Arbitration

5. All grievances shall be initiated at the first level by submitting a written grievance statement to the appropriate administrator. The grievance statement shall include the name or names of the grievant(s); the nature of the grievance; the date of its occurrence; the sections or articles of the agreement or Board policies, if any, claimed to have been violated; the manner in which said sections or articles were violated; the nature of the personal loss; and the remedy sought. It is understood that, at any level of this procedure, the grievance statement may be amended with regard to the citation of articles or sections of agreements or policies.

6. The administrator at the first level of appeal shall, upon receiving the grievance statement, advise the Association and the Superintendent of the grievance and its nature. He shall then hold a hearing at a time mutually agreed upon and shall communicate his decision, in writing, to the grievant and to the Association within five (5) school days of his having received the written statement.

7. If the grievant decides to proceed to the second level of appeal, viz., the Assistant Superintendent for Business, this must be done within five (5) school days of receiving the written decision from the first level administrator. The grievant may request review by the Assistant Superintendent for Business by submitting to him the grievant statement submitted at the prior level and setting forth the reasons for dissatisfaction with the decision previously rendered. The Assistant Superintendent for Business may hold a hearing at a time mutually agreed upon and shall communicate a written decision to the grievant and

to the Association within eight (8) school days of his having received the request for review.

8. If the grievant decides to proceed to the third level of appeal, viz., the Superintendent, this must be done within five (5) school days of receiving the written decision from the second level administrator. The grievant may request review by the Superintendent by submitting to him the grievant statement submitted at the prior level and setting forth the reasons for dissatisfaction with the decision previously rendered. The Superintendent may hold a hearing at a time mutually agreed upon and shall communicate a written decision to the grievant and to the Association within eight (8) school days of his having received the request for review.

9. If the grievant decides to proceed to the fourth level of appeal, viz., the Board, this must be done within (5) school days of receiving the written decision from the Superintendent. A request for review by the Board, setting forth the reasons for dissatisfaction with the Superintendent's decision shall be submitted to the Board, in writing, through the Superintendent. The Superintendent shall attach all papers and related materials and forward the request to the Board. The Board shall hold a hearing at a time mutually agreed upon and within fifteen (15) school days from the Superintendent's receipt of request for review by the Board. The Board shall then communicate its decision, in writing, to the grievant and to the Association within fifteen (15) school days after the hearing by the Board.

10. If the grievant decides to proceed to the fifth level of appeal, viz., arbitration, it must be done within five (5)

school days of receiving the written decision from the Board. The grievant shall notify the Board, in writing, through the Superintendent, of the grievant's decision to submit the grievance to arbitration and shall request the American Arbitration Association to submit a roster of persons qualified to function as arbitrators and willing to conduct hearings outside of school hours. Arbitration shall be conducted pursuant to applicable laws and statutes and the rules and regulations of the American Arbitration Association.

11. If the grievant and Board are unable to determine a mutually satisfactory arbitrator from the submitted list within three (3) days of receiving it, an arbitrator, who is willing to conduct hearings outside of school hours, shall be appointed by the American Arbitration Association.

12. The arbitrator shall be limited to the evidence and arguments presented by the grievant, the grievant's representatives, the Association, the Association's representatives, the Board, and the Board's representatives and shall consider nothing else. The arbitrator shall neither add anything to, nor subtract anything from, the Agreement or any policy of the Board.

13. The findings and recommendations of the arbitrator shall be recommendatory or advisory only, except that they shall be final and binding on both parties when contract items are in issue.

14. Only the Board, its representatives, the Association, its representatives, the grievant, and the grievant's representatives shall be given copies of the arbitrator's report of findings and recommendations, and it shall be given to each

of these. This report shall be submitted by the arbitrator within fifteen (15) calendar days of the completion of the hearings on the matter. This report shall be kept confidential and shall not be disclosed or released, directly or indirectly in whole or in part by the Board, the Association, the grievant, or by any of their representatives for a period of (15) calendar days after issuance of the report by the arbitrator.

15. The grievant and the Board, or their representatives shall, within fifteen (15) calendar days, notify one another of their acceptance or rejection, in whole or in part, of the arbitrator's findings and/or recommendations.

16. The fees and expenses of the arbitrator shall be shared equally; one-half (½) being paid by the Board and one-half (½) being paid by the grievant. Each party shall bear the total of other costs it has incurred.

#### ARTICLE 4 - EMPLOYEE RIGHTS

A. No employee shall be reduced in rank or compensation or otherwise deprived of any benefit under the terms of this contract without cause.

B. No employee shall be coerced, discriminated against, or reprimanded by virtue of the exercise of their rights granted under law.

C. When an employee is required to appear before any administrator or supervisor, Board or any committee or member thereof, concerning a matter which shall result in a written report, which shall be placed in their personnel file and/or which would adversely affect the continuation of that employee in his position, employment or the salary or any increment pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. The annual evaluation conference shall be excluded from this provision.

#### ARTICLE 5 - ASSOCIATION RIGHTS

##### A. Display of Association Material

1. The board will provide bulletin boards in the schools for the use of the Association. Location shall be determined by the immediate supervisor receiving recommendations from the Association. Any dispute as to the location can be made the subject of a grievance. Materials placed on the bulletin boards which are in areas other than those locations limited to staff use to which the public does not have access shall be the subject to the approval of the immediate supervisor, which approval shall not be unreasonably withheld.

2. In the event of a question relating to material to be placed on the bulletin board, the matter shall immediately be referred to the Superintendent.

#### B. BOARD MINUTES

Three copies of the official minutes of the Board of Education shall be given to the President of the Association as soon as they are available.

#### C. MEETING OF SECRETARIAL AND CLERICAL PERSONNEL

Secretarial and Clerical personnel shall be granted by the Board, free of charge, a place to hold monthly meetings, upon submission of the "Application for Use of Public School Facilities" form. The designated areas shall be sufficiently large to accomodate the membership of the requesting body.

#### ARTICLE 6 - BOARD RIGHTS

The Board reserves to itself sole jurisdiction over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees to the school district, (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, to demote, discharge or take other disciplinary action against employees, (c) to relieve employees from duty because of lack of work or for other reasons, (d) to maintain the

efficiency of the school district operators entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted and (f) to take whatever actions may be necessary to carry out the mission of the school district.

#### ARTICLE 7 - HOURS OF WORK

A. Between September 1st and June 30th, secretarial/clerical employees shall work a 7 hour workday and have 1 hour duty free lunch period.

The regular work week for this period shall be 35 hours (exclusive of lunch periods).

B. Between July 1st and September 1st, secretarial/clerical employees shall work a 7 hour workday and have a 1/2 hour duty free lunch period.

The regular work week for this period shall be 35 hours (exclusive of lunch periods).

#### ARTICLE 8 - ADVISORY COUNCIL

##### A. Secretarial and Clerical Staff Advisory Council

1. The Secretarial and Clerical Advisory Council shall be established as soon as possible after the effective date of this agreement. It shall consist of four (4) representatives from the Association and four (4) representatives from Administration. It shall meet at the request of the Association or the Administration to consider any matter relating to Secretarial and Clerical personnel in the school system.

2. The non-voting chairman of the Council shall be the Superintendent or his designee. A representative of the Association may sit in on the meetings as an observer. The

Council shall have an advisory function only. All recommendations of the Council shall be submitted in writing to the Board.

The Council shall establish its own rules for operation.

3. The Council may consult and meet with any other member or members of the staff as may be appropriate to the topic under consideration.

B. All service by members of the Council shall be voluntary.

#### ARTICLE 9 - CALENDAR

##### A. Secretarial/Clerical Calendar

After the Board of Education has adopted the school calendar for the ensuing year, the Advisory Council shall meet to consider and recommend to the Board a schedule of holidays for Secretarial and Clerical employees.

B. The schedule of holidays for Secretarial and Clerical personnel, after approval by the Board, shall be as set forth in Schedule A appended.

C. The schedule of holidays (Schedule A) shall provide for no less than 20 paid days off for 12 month employees and no less than 19 paid days off for 10 month employees. Any balance of days between specified holidays on which offices are closed and the 20 or 19 paid days off for 12 month or 10 month employees respectively, shall be taken during periods that school is not in session, with the approval of the Immediate Supervisor and the Assistant Superintendent for Business.

#### ARTICLE 10 - SICK LEAVE

A. All employees may be absent twelve (12) days per year for personal illness without loss of pay. All unused days are to be accumulated from year to year. Additional sick leave may

be granted at the discretion of the Board upon the recommendation from the Superintendent.

B. A physician's certificate shall be submitted in the case of personal illness which extends beyond five (5) work days when required by the Superintendent.

C. Absence because of personal illness which was brought about by a workman's compensation case shall not be deducted from the accumulated sick leave.

D. Any employee temporarily assigned to a higher grade level position shall be paid the higher rate after 10 days in that position.

#### ARTICLE 11 - TEMPORARY LEAVES OF ABSENCE

A. One day of leave shall be granted each year for personal business, household, or family matters which require absence during school hours. When possible, the applicant shall apply for such leave five (5) calendar days in advance, except in cases of emergency. The applicant for such leave shall not be required to state the reason for taking it other than that he is taking it under this section, except in cases of emergency, when he shall explain the nature of the emergency. Leave days shall not be taken at the beginning or end of a vacation period. Granting of days of leave shall be in accordance with the operational needs of the school system as defined by the Superintendent.

B. Unused personal leave days shall be accumulated to a total of three (3) for the purpose stated above. Unused leave days beyond three (3) shall be accumulated and added to accumulated sick leave in accordance with Paragraph A, Article 10.

C. Up to three (3) days leave per school year may be granted with the approval of the Superintendent or his designee, for the purpose of attending meetings or conferences of an educational nature.

D. In the event of death in the immediate family five (5) days leave inclusive of Saturdays, Sundays, or holidays shall be granted. The immediate family is defined to include the employee's spouse, parent, parent-in-law, child, sibling, any other member of the immediate household. In the case of death in the immediate family for which absence extends beyond the five (5) days allowed with pay, there shall be a deduction of one-half pay. The length of time of one-half pay deduction shall be upon the recommendation of the Superintendent and approved by the Board. In the event of death of a relative defined as outside of the immediate family one day of leave shall be granted.

E. Other temporary leaves of absence with pay may be granted for good reason by the Board upon the recommendation of the Superintendent.

#### ARTICLE 12 - EXTENDED LEAVES OF ABSENCE

A. Military leaves without pay shall be granted to any employee who is inducted or enlists following notification of induction, or may be granted to any employee who requests leave to enlist in any branch of the armed forces of the United States for the period of said induction or initial enlistment or to the spouse of any employee who so inducted to join him for a period of special training in preparation for duty overseas in combat zones.

B. 1. Disability Leave

The Board shall grant leave without pay to any Secretarial or Clerical employees upon request to the following stipulations and limitations:

- a. Leave of absence shall commence and terminate on the date requested by the employee. The leave shall be for a maximum period of two (2) years unless extended by the Board.
- b. Any Secretarial or Clerical employee granted leave shall upon request be restored to a comparable position and at the grade level vacated at the commencement of said leave.
- c. Any Secretarial or Clerical employee granted leave without pay according to the provisions of this section may elect to use all or any part of accumulated sick leave during the period of such absence and receive full pay benefits for the same.
- d. No secretarial or Clerical employee shall be required to leave work because of a disability at any specific time prior to the disability nor be prevented from returning to work solely on the ground that there has not been a time lapse of specific duration between termination of the disability and the desired date of return.
- e. The Board shall not remove any Secretarial or Clerical employee from duties unless the employee cannot produce a certificate from the attending physician that the employee is medically able to continue employment.
- f. The Board shall not be obliged to grant or extend a leave of absence of any non-tenured employee beyond the end of the contract school year in which the leave is obtained.

## 2. Maternity Leave

Any employee who does not elect to take a maternity leave may continue to perform her duties according to sections (c) (d) above. The period of such absence will be deemed the same as for any other physical disability and she will be entitled to her annual and accumulated sick leave with pay during the period of her absence.

## 3. Adoption

Any employee adopting a child shall receive similar leave which shall commence upon her receiving de facto custody of said child or earlier if necessary to fulfill the requirements for adoption.

C. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

D. The Board may grant a leave of absence without pay to any employee to campaign for a candidate for public office other than himself or to campaign for or serve in public office.

E. Other leaves of absence without pay may be granted by the Board for good reason.

## ARTICLE 13 - TERMINAL LEAVE

Terminal leave compensation shall be provided for retiring secretarial or clerical employees who have served in the district utilizing the following formula:

Employees shall receive \$8.00 for each day beyond twenty (20) of unused accumulated sick leave.

#### ARTICLE 14 - INSURANCE

The Board shall pay the full cost of health insurance premiums for individual employees and their dependents' coverage under the New Jersey Public and School Employees Health Benefit Plan, and the New Jersey Dental Service Plan beginning in the school year 1977-78. The Board shall provide secretaries with the same insurance benefits which it provides for teachers..

#### ARTICLE 15 - EMPLOYEE PROMOTIONS

A. Notices of all vacancies shall be posted for at least ten (10) days prior to the final date for the submission of applications. A notice of any vacancy to be filled shall be posted in each school with a copy to be sent to the Association. The notice shall include the final date for the submission of applications to the Assistant Superintendent, the date on which applicants will be notified as to their acceptance or rejection, the qualification for the position, the duties, and the rate of compensation. In the event that any revision is made in the provisions of the notice of promotional vacancy, new notices shall be posted for at least ten (10) days. During this time additional applications shall be accepted.

B. Notice of vacancies occurring after the close of school in June and before the opening of school in September shall be sent to the homes of all employees not on duty in the job category for which the opening exists.

C. In filling vacancies consideration shall be given to the applicant's area of competency, quality of past performance, attendance record, prior experience and compatibility with the position. When all factors are substantially equal, seniority in the Hackensack Public Schools shall be the deciding factor.

D. All applicants will be notified in writing within five (5) days of selection of successful applicant.

#### ARTICLE 16 - METHOD OF SALARY PAYMENT

A. Salary checks of employees shall be distributed semi-monthly on an optional ten or twelve month basis and shall be issued on the fifteenth and last working day of each month. Annually, not later than September 1, ten month employees shall have the opportunity to select for the ensuing year either the ten or twelve month plan.

B. All employees selecting the twelve month pay plan shall have the option of collecting the salary accumulated for July and August together with the June 30 salary payment. To exercise this option the employee must notify the payroll office not later than June 1.

C. Upon application by an employee, provisions will be made for Central Bergen Teachers Federal Credit Union Savings and Loan payroll deductions.

#### ARTICLE 17 - SECRETARIAL AND CLERICAL VACATIONS

A. Twelve month secretarial and clerical employees shall be entitled to the following paid vacation time:

1. After one year - 10 days
2. After five years - 15 days
3. After twelve years - 20 days

B. Ten month Secretarial and Clerical employees shall be entitled to the following paid vacation time to be scheduled between September 1 and June 30:

1. After one year - 8 days
2. After five years - 13 days
3. After twelve years - 17 days

#### ARTICLE 18 - SECRETARIAL AND CLERICAL EMPLOYEE TENURE

Any secretarial or clerical employee who is regularly employed on a full time basis and has been or shall have been so employed for three (3) consecutive years shall hold his employment under tenure during good behavior and efficiency and shall not be dismissed, suspended, or reduced in compensation except for neglect, misbehavior, or other offense.

#### ARTICLE 19 - TRAVEL EXPENSE ALLOWANCE

A. All personnel who are required to regularly service two or more buildings in the same day, shall receive a travel expense allowance according to the following schedule:

<u>Number of Buildings</u>	<u>Monthly Payments</u>
2	\$ 6.00
3	11.00
4	16.00
5	21.00
6	26.00

The determination of the number of buildings each employee must service regularly will be made by the Assistant Superintendent for Business. The maximum payment to an individual will be twenty-six dollars (\$26) monthly except as otherwise stated in the Agreement.

B. All other travel compensation as authorized by the Superintendent or Assistant Superintendent shall be at the rate of ten (\$.10) per mile.

## ARTICLE 20 - PAST PRACTICES

All terms and conditions of employment applicable on the effective date of this Agreement, except as otherwise provided for herein shall continue.

## ARTICLE 21 - MISCELLANEOUS PROVISIONS

A. Any notice required to be given by the parties pursuant to the terms of this agreement shall be in writing and addressed as follows:

1. If by the Association, to the Superintendent of Schools.
2. If by the Board, to the Association, in care of its President.

B. Any individual contract between the Board and an employee shall be subject to and consistent with the terms of this Agreement.

C. If any terms of this Agreement are found to be in violation of any law the remaining terms of the Agreement shall remain in force and effect.

## ARTICLES 22 - PROFESSIONAL ACHIEVEMENT

Any individual on the Secretarial and Clerical salary guide obtaining one of the certificates offered by the National Association of Educational Secretaries in the Professional Standards Program or the Professional Development Program will receive additional compensation annually as follows:

<u>PSP</u>	<u>Certificate</u>	<u>Amount</u>
	Basic	\$300
	Associate Professional	400
	Advanced	500
	Advanced II	550
	Advanced III	600
	Professional	700
	Master	800

First	\$200
Second	300
Third	400

Any individual having earned the Basic or other Certificates in the Professional Standards Program through college credits may not transfer any of the credits to the Professional Development Program.

Those individuals who have earned their Basic Certificate or other Certificates in the Professional Standards Program by either passing tests or obtaining Course Certificates may qualify for a Professional Development Program Certificate by taking the required college credits and receive the appropriate compensation in both areas. Such individuals will submit to the Superintendent for business copies of transcripts along with evidence of having obtained any of the Certificates no later than October 1 in order to achieve credit in that school year.

#### ARTICLE 23 - LONGEVITY

Upon completion of ten (10) years of regular employment by the Board of Education, all Secretarial and Clerical employees shall receive longevity pay of one percent (1%) of the base annual salary for each five (5) years of employment. In calculating longevity pay, each group of five (5) years of employment will be determined in accordance with Policy No.C3050 of the Hackensack Board of Education, Policies, Regulations, and By-Laws.

HACKENSACK PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT

ARTICLE 24

CLERICAL SECRETARIAL SALARY GUIDE 1980-81

Step	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	8660	9260	9910	10560	11360	12220
2	8800	9420	10100	10770	11600	12490
3	8940	9580	10280	10990	11840	12760
4	9080	9750	10470	11210	12090	13030
5	9240	9920	10660	11430	12340	13300
6	9370	10100	10850	11650	12580	13570
7	9530	10270	11050	11880	12840	13850
8	9690	10450	11270	12120	13090	14130
9	9910	10740	11580	12470	13480	14620
10	10260	11060	11910	12900	13970	15120
11	10600	11470	12410	13380	14490	15660

HAWTHENSACK PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT

ARTICLE 24

CLERICAL SECRETARIAL SALARY GUIDE 1981-82

Step	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	9140	9760	10430	11090	11910	12810
2	9290	9930	10630	11320	12170	13100
3	9430	10100	10830	11550	12440	13390
4	9580	10270	11020	11780	12690	13680
5	9730	10450	11220	12020	12960	13970
6	9880	10630	11430	12250	13230	14260
7	10040	10830	11630	12490	13490	14550
8	10220	11010	11850	12740	13760	14850
9	10390	11200	12080	12990	14030	15150
10	10660	11510	12410	13370	14450	15670
11	11000	11860	12770	13830	14980	16210
12	11360	12300	13300	14340	15530	16790

ARTICLE 25 - OVERTIME RATES

All Secretarial and Clerical employees shall be paid overtime in accordance with the following rate schedule:

weekdays (Monday - Friday)    1  $\frac{1}{2}$  x base hourly rate  
after 35 hours

Saturday                            1  $\frac{1}{2}$  x base hourly rate

Sundays                            2 x base hourly rate

\*Holidays                          2  $\frac{1}{2}$  x base hourly rate

\*as listed in Holiday Schedule attached - -

All overtime worked shall be voluntary.

ARTICLE 26 - GRADE CLASSIFICATION

Grade

Executive Secretary	Executive Secretary - Superintendent
7	Secretary - Assistant Superintendent for Business and Board Secretary Secretary - Deputy Superintendent Secretary - High School Principal
6	Secretary - Principals of Middle and Elementary Schools Secretary - Purchasing Agent Secretary - High School General Office Secretary - Bookkeeper - Cafeteria Director Payroll Assistant Accounting Assistant Lead Key punch Operator
5	Secretary - Director Health Services Secretary - Director of Instructional Programs Secretary - High School Guidance Secretary - Special Services Secretary - Psychological Services Secretary - Asst. Supt./Board Secretary's Office Secretary - Superintendent's Office Administrative Clerk
4	Secretary - Middle School Guidance Secretary - Early Childhood Secretary - Adult/Continuing & Career Education Secretary - Social Worker Office Secretary - Coordinator of Foreign Language Secretary - Basic Skills and Testing Secretary - Coordinator of Federal and State Funding Accounting Clerk Substitute Placement Key punch/Machine Operator
3	Clerk Typist - High School General Office Clerk Typist - High School Guidance Clerk Typist - High School Health Office Clerk Typist - High School Library Clerk Typist - High School Attendance Office Clerk Typist - Director of Athletics Clerk Typist - Elementary General Offices Clerk Typist - Middle School General Office Clerk Typist - Asst. Bookkeeper - Cafeteria Key punch Operator Switchboard/Clerk Receptionist

Grade

Clerk - Elementary Schools - Health Office  
Clerk - Middle School Health Office  
Clerk - Middle School Library

HACKENSACK PUBLIC SCHOOLS  
SECRETARIAL/CLERICAL CALENDAR

1980-1981

July 4	Friday	1	Independence Day
September 1	Monday	1	Labor Day
September 11, 12	Thursday, Friday	2	Rosh Hashanah
October 13	Monday	1	Columbus Day
November 4	Tuesday		Election Day (2 hours)
November 11	Tuesday	1	Veteran's Day
November 13, 14	Thursday, Friday	2	NJEA Convention
November 27, 28	Thursday, Friday	2	Thanksgiving Recess
December 25	Thursday	1	Christmas Day
January 1	Thursday	1	New Year's Day
January 15	Thursday	1	Martin Luther King
February 16	Monday	1	Washington's Birthday
April 17	Friday	1	Good Friday
May 25	Monday	1	Memorial Day

The total of days listed above is sixteen (16)\*. Therefore an additional four (4) days of Recess will be taken during the periods when school is not in session. All recess days must have the approval of the Immediate Supervisor and the Assistant Superintendent for Business.

\*For ten month employees the number of paid holidays shall be fifteen (15).

This Agreement shall be effective for the period July 1, 1980 to June 30, 1982 for all employees represented by the Association unless an extension is agreed to in writing by both parties.

In Witness Whereof the parties hereunto set their hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 1980

For the Hackensack Board of Education

For the Hackensack Association  
of Educational Secretaries

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary